



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK: Glenna Frost, The Town Hall, Clarence Road

Bognor Regis, West Sussex PO21 1LD

Telephone: 01243 867744

E-mail - bognortc@bognorregis.gov.uk

Dear Sir/Madam,

MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

I hereby give you Notice that a Meeting of the Community Engagement and Environment Committee of the Bognor Regis Town Council will be held at The Town Hall, Clarence Road, Bognor Regis at 6.30pm on MONDAY 15th JULY 2019

All Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the Business to be transacted, as set out hereunder. An opportunity will be afforded to Members of the Public to put Questions or make Statements to the Committee during an adjournment shortly after the meeting has commenced. (NOTE: Members of the public will be asked to provide their names and addresses and are encouraged to submit questions/statements in advance, in writing. Priority will be given to written submissions. Questions/statements should be restricted to the functions of this Committee.)

Refreshments will be available and any donations to the Mayor's Charity will be gratefully received.

DATED this 9th JULY 2019

TOWN CLERK TO THE COUNCIL

THE AGENDA and BUSINESS to be TRANSACTED is:

1. **Chairman's Announcement and Apologies for Absence**
2. **Declarations of Interest:**

Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

Members and Officers should make their declaration by stating:

 - a) the item they have the Interest in
 - b) whether it is a Disclosable Pecuniary or Ordinary Interest
 - c) the nature of the Interest
 - d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
 - e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

3. To Approve the Minutes of the Meeting held on 20th May 2019
4. Adjournment for presentation from St Wilfrid's Hospice
5. Adjournment for Public Question Time and Statements extended to a maximum of 60 minutes in accordance with Standing Orders (S.O. 31.8)
6. **Clerk's report from** previous minutes
7. Consideration of the notes from the Public Question and Statements time of the Meeting held on the 20th May 2019 (Min. 7 refers) including:
 - Discussion on the Power to Change funding opportunities to help fund public ownership
 - Discussion on applying for BognorCAN to be made an Asset of Community Value
 - Discussion on raising funds from recycling and the possibility of starting a scheme in association with other community groups
 - Discussion on <http://www.hothampark.co.uk/> a website that appears on the top of a Google search for Hotham Park that is out of date
8. Beach Access Topic Team including:
 - To receive the Notes of the Meeting held on the 9th July 2019
 - To ratify the appointment of Cllr. Mrs. S. Staniforth to the Topic Team
 - To receive an update on Byelaws and Regulations regarding dogs on the beach - Min.12 refers
9. Youth Services including updates on CREATE and the Summer holiday Playday sessions as recommended by this Committee at the Meeting held 12th November 2018 - Min. 78.3 refers
10. To note and determine any applications received for the Flexible Community Fund together with:
 - Consideration of letter of endorsement from this Committee regarding Bognor Rugby Club
 - To receive an update regarding the previous application from Grandads Front Room - Min. 115, 25th March 2019 refers
11. To note the expiration of five-year listing period for the Alexandra Theatre as an Asset of Community Value and agree any action
12. Update on Council Surgeries
13. Ward Allocation Environmental Projects Budget for 2019/20
14. Bognor Regis In Bloom Working Group - Consideration of the Resolutions Recommendations and Reports in the Notes of the Meeting held on 27th June 2019
15. Reports:
 - a. To note Financial Reports, previously circulated
 - b. Any further reports
16. Correspondence

THERE IS A LIFT AVAILABLE AT THE TOWN HALL FOR ACCESS TO THE
COUNCIL CHAMBER IF REQUIRED



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Bognor Regis, West Sussex, PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

MINUTES OF THE MEETING OF THE COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE HELD ON MONDAY 20th MAY 2019

- PRESENT: Cllr. W. Smith (Chairman);
Cllrs. J. Barrett, J. Brooks, Mrs. I. Erskine,
Miss. C. Needs and Mrs. A. Sharples
- IN ATTENDANCE: Mrs. S. Hodgson (Projects Officer)
5 members of the public
2 Councillors in the public gallery: Cllrs. Mrs. S.
Daniells and S. Goodheart

The Meeting opened at 6.30pm

1. TO NOTE THE APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN
AS AGREED AT THE COUNCIL MEETING ON THE 13th MAY 2019

The Committee NOTED that Cllr. W. Smith had been elected Chairman and Cllr. J. Barrett elected Vice-Chairman of this Committee at the Annual Town Council Meeting on 13th May 2019.

2. **CHAIRMAN'S ANNOUNCEMENT AND APOLOGIES FOR ABSENCE**

The Chairman welcomed those present and read the Council's opening statement. Apologies had been received from Cllr. Cunard who was away on business, Cllr. Jones who was sitting an exam and Cllr. Mrs. Staniforth who was unwell.

3. DECLARATIONS OF INTEREST:

Members and Officers were reminded to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this Agenda

Members and Officers should declare an Interest by stating: -

- a) The item they have an Interest in
- b) whether it is a Disclosable Pecuniary or Ordinary Interest
- c) the nature of the Interest
- d) if it is an Ordinary Interest whether they intend to leave the room for the discussion and vote
- e) if it is a Disclosable Pecuniary Interest, and therefore must leave the room for the discussion and vote, whether they will be exercising their right to speak on this matter under Public Question Time

They then need to re-declare their Interest and the nature of the Interest at the commencement of the item or when the Interest becomes apparent. They should request that it be recorded in the Minutes that they will leave the meeting and will neither take part in discussion, nor vote on the item.

In accordance with good practice, individual forms were available to those Councillors present in order that they could personally record their Interests - both Disclosable Pecuniary and Ordinary. These forms should be returned to the Committee Clerk at the end of the meeting to enable all declarations of Interest to be accurately recorded in the Minutes. Members were reminded that it is their responsibility to notify the Monitoring Officer of all Disclosable Pecuniary Interests, not already recorded on their Register of Interests Form, within 28 days.

There were no declarations of Interest

4. APPOINTMENT OF SUB-COMMITTEES, WORKING GROUPS AND TOPIC TEAMS

The Projects Officer's report was NOTED.

4.1 BOGNOR REGIS IN BLOOM WORKING GROUP INCLUDING CONSIDERATION OF RECOMMENDATIONS TO COUNCIL OF CO-OPTIONS FOR RATIFICATION

Members RESOLVED to appoint the Bognor Regis in Bloom Working Group for the 2019/20 municipal year.

Members AGREED to appoint Cllrs. S. Goodheart, Mrs. J. Warr and P. Woodall to the Bognor Regis in Bloom Working Group.

Members further AGREED to RECOMMEND to COUNCIL the appointment of the following Co-opted members to the Bognor Regis in Bloom Working Group: Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mrs. P. Keane, Mr. D. Meagher and a representative from Arun District Council.

Consideration of the appointment of a Chairman for this Working Group will be undertaken at the first meeting.

4.2 BEACH ACCESS TOPIC TEAM

Members AGREED that Cllrs. J. Brooks, Mrs. I. Erskine and Ms. A. Sharples be appointed to sit on the Beach Access Topic Team.

Consideration of the appointment of a Chairman for this Topic Team will be undertaken at the first meeting.

4.3 YOUTH WORKER STEERING GROUP

Members AGREED that the Chairman of the Community Engagement and Environment Committee, Cllr. W. Smith be appointed to the Youth Worker Steering Group.

5. TO CONSIDER TERMS OF REFERENCE FOR THE FOLLOWING COMMITTEES, WORKING GROUPS AND TOPIC TEAMS INCLUDING UPDATES AND AMENDMENTS IF REQUIRED

The Projects Officer's report was NOTED.

5.1 COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE

No changes were proposed to the Terms of Reference for the above - RESOLVED to RECOMMEND the document to the Policy and Resources Committee.

5.2 BOGNOR REGIS IN BLOOM WORKING GROUP

No changes were proposed to the Terms of Reference for the above - RESOLVED to RECOMMEND the document to the Policy and Resources Committee.

5.3 BEACH ACCESS TOPIC TEAM

A Member asked for an amendment to be made to point 2 and proposed that **"Other Parties or Agencies" should be included**. Changes to the Committee Membership were also NOTED.

Members AGREED the Terms of Reference for the above with the additional change and RESOLVED to RECOMMEND the document to the Policy and Resources Committee.

5.4 YOUTH WORKER STEERING GROUP

Members AGREED to the proposed changes to the Terms of Reference for the above, which provide a clearer description of the aims and objectives of the Steering Group, as per the Officer recommendation in her report and the draft as circulated with the Agenda. It was RESOLVED to RECOMMEND the document to the Policy and Resources Committee.

6. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 25th MARCH 2019

The Minutes of the Meeting held on the 25th March 2019 were approved by the Committee as a correct record and were signed by the Chairman.

7. ADJOURNMENT FOR PUBLIC QUESTION TIME AND STATEMENTS EXTENDED TO A MAXIMUM OF 60 MINUTES IN ACCORDANCE WITH STANDING ORDERS (S.O. 31.8)

The Chairman adjourned the Meeting at 6.44pm

The Projects Officer read out the following statement:

During this time members of the public will be allowed to direct questions to the Committee or comment on any appropriate topic. Please note, during this session Councillors will not be able to make any decisions on any of the topics discussed and no Minutes will be documented. However, brief notes will be taken and any item that the Committee would like to

debate or requires a decision will be made an agenda item for the following Community Engagement and Environment Meeting.

The following items were raised with Members:

Would Members know if 5G is going to be rolled out in West Sussex? Who is responsible and where should objections be made?

Objections to the mast at Fitzleat - are Members aware of the health risks? Westloats Lane - objection to the recent planning application for development in the area

Bognor Regis Youth and Community Centre - BognorCAN is a valuable asset to the community, would Councillors consider applying for it to be made an Asset of Community Value?

Will the Council look at securing a number of assets for the community?

Will the Council consider The Power to Change funding opportunities to help fund public ownership?

Raising funds from re-cycling - would the Committee be interested in starting a scheme?

How green is this Council going to be?

Will this Council declare themselves a Council of Climate Emergency?

Regarding a drug related incident outside the Edward Bryant School - will the Council raise with the Police why their Officers who were in attendance did not make any arrests?

Hotham Park is one of Bognor Regis' best assets. However, when Googled the website at the top of the page is out of date. Can anything be done to encourage the site owner to bring the information up to date?

Members asked for a number of the above points to be made Agenda Items for the next meeting to enable further debate.

The Meeting was reconvened at 7.27pm

8. **CLERK'S REPORT FROM PREVIOUS MINUTES**

8.1 Update on Old Town Area:

At the Events, Promotions and Leisure Meeting on the 15th April 2019 – Min. 101 refers, Members requested that a watching brief be kept on the Old Town and for a regular updates to be reported to the Community Engagement and Environment Committee. Therefore, this will be a regular item on the Clerks Report, and should any action be required it will be placed on the Agenda for consideration.

9. **CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 25th MARCH 2019, INCLUDING DISCUSSION REGARDING TOILET CLOSURE ON THE PROMENADE - MIN. 108 REFERS**

The Projects Officer's report was NOTED including the Notes from the Public Question and Statements time of the meeting held on the 25th March, as previously circulated to Members. There were no recommendations for future Agenda items.

10. YOUTH SERVICES UPDATE INCLUDING TO RECEIVE THE NOTES OF THE YOUTH WORKER STEERING GROUP MEETING HELD ON 24th APRIL 2019 AND REPORT ON THE IPEH PARTNERSHIP ADVISORY BOARD MEETING HELD ON 1st MAY 2019 - MIN. 114 REFERS

Members NOTED **the Projects Officer's report including the Notes from the Youth Worker Steering Group Meeting on the 24th April 2019 and the IPEH Partnership Advisory Board Meeting on the 1st May 2019.**

Members further NOTED the reply from the West Sussex County Council Cabinet Member for Children and Young People, as circulated with the Agenda, in response to a letter sent from this Committee regarding the Phoenix Centre and Sussex Clubs for Young People.

11. TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND AND TO REVIEW THE CURRENT APPLICATION AND CRITERIA FORM FOR RECOMMENDATION TO THE POLICY AND RESOURCES COMMITTEE - MIN. 115 REFERS

The Projects Officer's report, including confirmation that there were currently no applications to be determined, was NOTED.

Members considered the proposed draft of the Flexible Community Fund Application Form and AGREED to RECOMMEND the draft document to the Policy and Resources Committee with the following amendments:

Point 4 - to include C.I.C.

To insert the question "What are your reasons for not applying to the Town Council's Grant Aid Fund for this funding?"

12. TO RECEIVE AN UPDATE FROM THE BEACH ACCESS TOPIC TEAM INCLUDING DATE OF NEXT MEETING - MIN. 119 REFERS

The Projects Officer's report was NOTED, and appointed Members will be advised of a date for a meeting in due course, when the scoping report will be available.

A Member spoke about the access ramp by the Yacht Club and asked about gaining permission for dog walkers to use it when leaving the beach even though it was just outside the permitted dog walking area.

After discussion Members AGREED to write to Arun District Council for clarification on the Byelaws and regulations regarding dogs on the beach and the use of the ramp.

13. CONSIDERATION OF FUTURE COUNCIL SURGERIES INCLUDING RECOMMENDATION FROM THE PLANNING AND LICENSING COMMITTEE AT THEIR MEETING 29th JANUARY 2019 (MIN. 189 REFERS), TO HOLD A SURGERY IN THE OLD TOWN AREA

The Projects Officer's report was NOTED.

Following discussion, Members AGREED to continue with the Council Surgeries and further AGREED for the Old Town to be used as a location. Members also noted that the surgeries would be held at a number of venues and at various times to enable engagement with all members of the community. Members also felt that when applicable, the surgeries should have a theme to focus the engagement. A Member also asked if it would be possible to update any successful outcomes on the Town Council website.

The Projects Officer will make the necessary arrangements for the next surgery and circulate details. All Councillors will be invited to attend.

14. WARD ALLOCATION ENVIRONMENTAL PROJECTS BUDGET

The Projects Officer's report was NOTED, and an overview was given of how the Ward Allocation fund can be utilised and the administrative requirements.

Members NOTED the budgets allocated to each Ward.

15. BOGNOR REGIS IN BLOOM WORKING GROUP - CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND REPORTS IN THE NOTES OF THE MEETING HELD ON 30th APRIL 2019

The Projects Officer's report was NOTED including the notes of the Bognor Regis in Bloom Working Group meeting held on the 30th April 2019 as previously circulated.

It was recorded that as the Working Group meeting held on the 30th April 2019 had not been quorate, decisions were ratified by way of recommendation to this Committee. Members NOTED that in accordance with the recommendations made, the co-opted membership for the Bognor Regis In Bloom Working Group had been agreed earlier in the meeting (Min. 4.1 refers).

Members subsequently AGREED to APPROVE the further recommendation as follows:

- Expenditure of £428 plus VAT for 4 x trees from Barcham Trees

16. CONSIDERATION OF A REQUEST FROM THE BOGNOR COMMUNITY GARDENERS FOR TOWN FORCE ASSISTANCE WITH WATERING

The Projects Officer's report was NOTED.

Following discussion, Members AGREED for Town Force to assist with the watering of the identified areas and incorporate them into their regular watering schedule.

17. **TO RECEIVE A REPORT ON THE "BEAT THE STREET" INITIATIVE**

The Projects Officer reported on a meeting attended on the 14th May 2019 called "Beat the Street" which is an initiative being run in association with Arun, Adur & Worthing and Intelligent Health to create a real life walking and cycling game, and to normalise physical activity as part of the daily routine.

Beat boxes will be placed at ½ mile intervals and using RFDI technology (similar to an oyster card) participants can swipe their cards on the boxes as they pass to accumulate points. Each swipe gains 10 points.

The project is being rolled out to primary schools and each child is automatically enrolled and issued with a key fob and one card for a parent/carer. These fobs are automatically registered to their school. Other family members can enrol free of charge on-line and align themselves to the school if they wish. Schools can accumulate points that generate vouchers for school equipment, books, arts and crafts etc.

The initiative will run from 19th June - 31st July and a co-ordinator will be appointed for each area to liaise with schools and community groups.

Members AGREED to support and promote the project wherever possible and the Projects Officer will keep the Committee up-dated with any progress.

18. **REPORTS:**

- a. To note Financial Reports, previously circulated

The reports were NOTED.

- b. Any further reports

There were no further reports.

19. **CORRESPONDENCE**

The Committee NOTED receipt of the correspondence list, previously circulated including the following additional items:

House of Commons Newsletter including a report into the funding of local authorities' children's services.

The Projects Officer drew Members attention to item 4 and asked Members to note that St. Wilfrid's Hospice would be giving a presentation to the Committee at the July meeting.

The Meeting closed at 8.30pm

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 7 - CONSIDERATION OF THE NOTES FROM THE PUBLIC QUESTION AND STATEMENTS TIME OF THE MEETING HELD ON THE 20th MAY 2019 (MIN. 7 REFERS) INCLUDING:

- Discussion on the Power to Change funding opportunities to help fund public ownership
- Discussion on applying for BognorCAN to be made an Asset of Community Value
- Discussion on raising funds from recycling and the possibility of starting a scheme in association with other community groups
- Discussion on <http://www.hothampark.co.uk/>: a website that appears on the top of a Google search for Hotham Park that is out of date

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION &
DECISION

The notes from the Public Question and Statements time of the Meeting held 20th May 2019 are attached to this report as APPENDIX 1. Members also asked for the following items to be made Agenda Items for further discussion at this meeting

Discussion on the Power to Change funding opportunities to help fund public ownership

A member of the public asked if the Council would consider The Power to Change funding opportunities to help fund public ownership. The Power to Change is a Charitable Trust that is solely concerned with supporting Community Businesses in England. It was created in 2015 with a £150 million endowment from the Big Lottery Fund to operate over a ten-year period, after which it will cease operating.

A link to the Power to Change website is provided for Members information.

<https://www.powertochange.org.uk/>

Members are asked to advise how they wish to proceed.

Discussion on applying for BognorCAN to be made an Asset of Community Value

Bognor Community Action Network is a registered charity whose aim is to support children, young people, families and older people from deprived areas of Bognor Regis. A member of the public asked if the Council would consider applying for it to be made an Asset of Community Value and will the Council look at securing a number of assets for the community.

An Asset of Community Value forms part of the Community Right to Bid and is defined as a building or other land that's main use has been, or is presently used, to further social wellbeing or interest of the community and could do so in the future.

Members should note that registering a building as an Asset of Community Value cannot halt the sale only pause it for up to six-months to allow the community time to find the funding to buy the asset but does not ensure the right of first refusal.

A link to the My community website is provided for Members information.

<https://mycommunity.org.uk/help-centre/resources/land-and-building-assets/assets-community-value-acv/>

Members are asked to advise how they wish to proceed.

Discussion on raising funds from recycling and the possibility of starting a scheme in association with other community groups

Members were asked to consider an initiative for raising funds from recycling, following the circulation of a poster of a similar project being undertaken in Worthing (attached as APPENDIX 2).

Coincidentally, since the last meeting a new C.I.C Company called EcoSwap has been founded that provides a new approach to tackling plastic and textile waste as well as utilising a swap culture. The Company have provided an information sheet (attached as APPENDIX 3).

Members are asked to advise how they wish to proceed.

Discussion on <http://www.hothampark.co.uk/> a website that appears on the top of a Google search for Hotham Park that is out of date

Members were concerned that when undertaking a Google search for Hotham Park, the top listing on the search engine is a link to a site that is out of date. Members are therefore asked how they wish to proceed with this item?

Members are asked if there are any further items from the Public Questions and Statements session of the last meeting, that are not already Agenda items, that they may wish to consider at a future meeting.

DECISIONS

- i. Power to Change - Members are invited to advise how they wish to proceed
- ii. Applying for BognorCAN to become an Asset of Community Value – Members are invited to advise how they wish to proceed
- iii. Discussion on Recycling - Members are asked how they wish to proceed
- iv. Discussion on Hotham Park Google Search - Members are asked to advise how they wish to proceed
- v. Do Members have any items for inclusion on a future agenda?

Notes from Public Questions and Statements Time 20th May 2019

(2 Members of Public at meeting + 2 Councillors)

The following items were raised with Members:

Would Members know if 5G is going to be rolled out in West Sussex?

Who is responsible and where should objections be made?

Objections to the mast at Fitzleet - are Members aware of the health risks?

Members advised that the application for the mast had already gone through the Town Council's Planning and Licencing Committee however, if members of public wished to object to Arun District Council, who are the principle planning authority, details could be found on their website. They were further advised to make public representation to ADC as this would help. Members also advised that 5G issues could also be taken up with County Council and the Project Officer would investigate who would be the contact there.

Westloats Lane – objection to the recent planning application for development in the area

Bognor Regis Youth and Community Centre – BognorCAN is a valuable asset to the community, would Councillors consider applying for it to be made an Asset of Community Value?

Will the Council look at securing a number of assets for the community?

Will the Council consider The Power to Change funding opportunities to help fund public ownership?

Members were keen to investigate these options further and asked for them to be made an Agenda item for a future meeting.

Raising funds from re-cycling – would the Committee be interested in starting a scheme?

Members were in favour of this idea and asked for it to be an Agenda item for a future meeting.

How green is this Council going to be?

Will this Council declare themselves a Council of Climate Emergency?

Members advised that these issues will be taken to and discussed when the Town Council considers its Corporate Strategy for the next four years.

Regarding a drug related incident outside the Edward Bryant School – will the Council raise with the Police why their Officers who were in attendance did not make any arrests?

Enquiries will be made with Senior Police Officers as to why no arrests were made.

Hotham Park is one of Bognor Regis' best assets. However, when Googled website at the top of the page is out of date. Can anything be done to encourage the site owner to bring the information up to date?

Members asked for this to be an Agenda item for a future meeting.



WORTHING

CommunityChest

SUPPORTING OUR COMMUNITY



Registered Charity: 1098284

www.worthingcommunitychest.org

RAISING FUNDS FROM RECYCLING POP UP COLLECTION AT

**Worthing Town Hall, Chapel Road
Tuesday 23rd April 8.30am – 6.30pm**

Please bring the following items

- **Clothing & textiles**
 - **Shoes & boots**
 - **Laptops**
 - **Tablets, ipads, e-readers**
 - **Mobile phones**
 - **MP3 players, ipods**
 - **Games consoles & games**
 - **Sat Navs**
 - **Cameras**
 - **Video cameras**
 - **Watches**
 - **Unwanted gold & silver**
 - **Costume jewellery**
 - **Banknotes & coins**
 - **Desktop printer ink cartridges**
 - **Stamps**
- in tied bags**
any condition
pairs or singles
no duvets or pillows
- any condition,**
working or not
- with or without chargers.**
- boxes & accessories if**
available
- digital or film**
- any condition, working or not**
including damaged items
- any age, any currency**
- used or unused**
- loose, single, used, collections, packs**

ECOSWAP CIC

hello@ecoswap.org.uk

Who are we?

EcoSwap was founded to provide a new approach to tackling the plastic and textile waste epidemic. By utilising the swap culture, we will encourage individuals, groups and business alike to make simple swaps in their daily lives to reduce (and eventually eliminate) plastic and textile waste. For many people, including ourselves, a hard-line stop is difficult and daunting, we hope that with practical, budget friendly swaps the mindset of convenience will change to consideration of our communities, our wildlife and our environment.

What will we do?

EcoSwap aims to encourage and educate people to make positive choices to reduce and eventually, eliminate plastic and textile waste with a long term view to create EcoSwap Shops where people can trade their plastic and textile waste for sustainable, less damaging choices which are plastic free with little to no carbon footprint.

We begin our campaign with workshops where children and adults alike will learn about simple changes they can make in their daily life to reduce their plastic and textile waste, make and mend sessions where broken or end of life items can be transformed into new usable items that reduce the quantity of waste entering the UK system, and events such as beach cleans, where waste collected will be recycled or repurposed for the benefit of the local community.

We also aim to work directly with business to advise on the reduction of their plastic and textile waste and partnering with recycling providers to ensure waste does not end up in landfill.

What will we deliver?

- An education program to highlight simple changes which will reduce plastic and textile waste.
- Make and mend sessions highlighting secondary uses of waste.
- Advice services for business to reduce plastic and textile waste.
- Community events such as beach and public place clean ups
- Implementing drop-off sites for materials currently not recycled by the local authority.

Our long-term goal – to implement EcoSwap Shops where plastic and textile waste can be traded for sustainable, plastic free alternatives. This will require research into viable recycling options to ensure that waste maintains its value throughout the recycling process and does not end up in landfill or being downgraded for incineration.

Why is this a great idea?

The amount of waste recycled (not incinerated or sent overseas) in the UK is a fraction of the waste we produce. We will be campaigning for change and ensuring that any plastics that are traded as part of our activities are 100% recycled. This has untold benefits for the quality of life for our communities, our wildlife, and our environment. Even if we can change the lifestyle of just one person, we could prevent the equivalent of 11,024 PET water bottles entering the waste system every year!

What impact will we have?

Reducing the volume of plastic and textile waste will have an enormous impact on the cleanliness of our streets and public places, our native and migratory wildlife and our woodlands, waterways and beaches. With the provisions of workshops, make and mend sessions and clean up events, EcoSwap will encourage community participation by getting people engaging with and taking responsibility for their impact on their environment. Our education programme will cover environmental science encouraging both children and adults to consider how things are made, the cost of production, the impact on the environment and come up with ideas for improving efficiency, technology and infrastructure.

Costs

Educational & Awareness Materials **£7000** – Design and copy text for marketing and education materials and website including a 25-page A5 booklet for distribution to schools, local groups and community services.

Facilitators for preliminary education programme **£400** – two facilitators at £10 per hour for an initial block of ten two-hour education sessions.

Facilitators for preliminary make and mend programme **£400** – two facilitators at £10 per hour for an initial block of ten two-hour make and mend sessions.

Insurance **£??** – Public Liability Insurance if required?

Community Clean Up Equipment **£??** – gloves and compostable bags for the collection of waste

What are the costs of an EcoSwap Shop....

Aside from premises and storage facilities the most significant cost involved in the establishment of an EcoSwap Shop is the implementation of the recycling facilities. Equipment would be required in order to process plastics that are not accepted by local authority recycling facilities. Research is required to determine the most efficient way to repurpose this waste. Fabric can be sold to textile recycling companies which pay on average 40p per kilo of textiles. Plastic is much more complicated. To maintain the value of the plastic it must be repurposed into items of equal value. There is current research into the use of plastic bricks for insulation within new buildings, and there is also the possibility of moulding waste plastic into furniture.

There are two options for the equipment required to process waste plastic, for a smaller community-based provision the Precious Plastic model can be followed where equipment is built from scrap items. This would limit the capacity of recycling but could lead to several smaller operations from multiple hubs with lower initial financial outlay and reduced ongoing maintenance costs. The second option is to invest in industrial capacity machinery. This would enable significant processing capacity however would also require substantial financial investment and maintenance costs.

Option 1. Build your own – www.preciousplastic.com

Shredder £300 – The shredder is the backbone of Precious Plastic. Thanks to this machine we can shred bigger plastic objects into small flakes. Smaller flakes are easier to store and wash. The shredded plastic can be used as raw material for the other machines or be sold back to the industry. You can select the output size of these flakes by changing the sieve inside the machine.

Pro tip: If you shred plastic by colours you can have more control over the look and feel of your creations- adding value to the material.

Extrusion Machine £250 – Extrusion is a continuous process where plastic flakes are inserted into the hopper and extruded into a line of plastic. The extrusion machine runs continuously so, technically, if you have enough plastic and a well-streamlined process you could be recycling 24/7. With the extrusion machine you can create filament, granulate or get creative working with moulds. This machine is also great for educational purposes as the process is very straightforward and easy to understand. This technique nicely blends differently coloured plastics together and outputs an homogeneous and smooth colour.

Injection Machine £150 – The injection machines is a rather fast machine that allows for productions of very precise objects. Moulds can be slightly harder to make but once you have a good mould you will be amazed by the products you can make. The injection machine can usually make smaller objects depending on the barrel's volume but operates at faster speed and with high precision. The output colour is often unpredictable when mixing colours in the barrel allowing for surprising patterns that can add to the beauty of your products.

Compression Machine £100 – The compression machine consists of an electric kitchen oven to heat the plastic and a carjack to apply pressure to the mould. The process is generally slower than the other machines, but it allows for bigger objects to be crafted. This machine can also be used to create new raw material like big sheets of plastic that can be further worked on to make new products. When mixing different coloured plastic, the compression machine gives a specific flake-like look to plastic that can be used to your advantage

Total projected outlay - £800 plus training costs.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 8 - BEACH ACCESS TOPIC TEAM INCLUDING:

- TO RECEIVE THE NOTES OF THE MEETING HELD ON THE 9th JULY 2019
- TO RATIFY THE APPOINTMENT OF CLLR. MRS. S. STANIFORTH TO THE TOPIC TEAM
- TO RECEIVE AN UPDATE ON BYELAWS AND REGULATIONS REGARDING DOGS ON THE BEACH - MIN. 12 REFERS

REPORT BY THE PROJECTS OFFICER FOR INFORMATION & DECISION

To receive the Notes of the Meeting held on 9th July 2019.

Members are asked to receive the Notes of the Beach Access Topic Team Meeting held on 9th July 2019* and to consider any Recommendations to this Committee.

**These notes will be available and circulated prior to the meeting*

To ratify the appointment of Cllr. Mrs. S. Staniforth to the Topic Team.

Cllr. Mrs. S. Staniforth has requested to join the Beach Access Topic Team as a representative of this Committee. Members are asked to APPROVE and RATIFY this appointment.

To receive an update on Byelaws and Regulations regarding dogs on the beach - Min. 12 refers

Two separate emails have been sent to Arun District Council regarding this item on 31st May and 1st July 2019. To-date there has not been any response. Members are asked to advise how they wish to proceed.

DECISIONS

- i. Do Members APPROVE the RECOMMENDATIONS of the Beach Access Topic Team?
- ii. Do Members APPROVE and RATIFY the appointment of Cllr. Mrs. S. Staniforth to the Beach Access Topic Team?
- iii. Members are asked to advise how they wish to proceed regarding the Byelaws and Regulations relating to dogs on the beach.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 8 - BEACH ACCESS TOPIC TEAM ADDITIONAL REPORT

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Following the Beach Access Topic Team Meeting on the 9th July 2019, Members are asked to receive the Notes from that meeting (attached as Appendix 1) and consider the recommendations.

A scoping report was prepared for the Beach Access Topic Team which is attached to this report (Appendix 2). The report gives a detailed overview of the project and it is recommended that Members are familiar with the content when considering the following recommendations:

- *To determine the level of support from Arun District Council and to secure written confirmation of any agreement*

As mentioned in the scoping report the Promenade and the Foreshore are the property of Arun District Council and the Officer recommendation is that gaining support and a level of commitment from ADC should be the initial priority.

- *To seek permission from Arun District Council to be allowed to open a pedestrian access point for members of the public to use when the Jet Skiers are not present and to ask Bognor Regis Town Council to grant some Town Force man hours to keep the ramp clear of stones*

Whilst not mentioned in the recommendation, Members should note that this will incur costs.

- *To look at the possibility of installing a Roller Track/Deck in the interim period to assist with access and to further recommend that a budget of £3k is allocated to this part of the project.*

Members are further asked to be mindful that there is no allocated budget for this project other than that specified within the scoping report. Therefore, the allocation of any further budget would need to be made as a recommendation to the Policy and Resources Committee.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
BEACH ACCESS TOPIC TEAM
MEETING 9th JULY 2019

Attendees: Jan Malpas (Chairman), Karen Allen, Patricia Clow, Phillip King, Kristina Kosovskaya, Clive Mott, Neil Rider, Marilyn Warner, Marion Wells, Teresa White, and Cllr. Amanda Worne (ADC)

BRTC Cllrs: Jim Brooks and Alison Sharples

In Attendance: Sheila Hodgson - BRTC, Projects Officer and Clerk for the Meeting

The Meeting opened at 6.05pm.

1. Appointment of Chairman

It was AGREED that Jan Malpas would be appointed as Chairman for the Beach Access Topic Team.

2. Chairman's Welcome and Introduction

The Chairman welcomed those present and asked them to introduce themselves.

3. To agree the Notes of the Meeting 21st March 2019

The Notes, having been previously circulated to all, were agreed.

4. Consideration and review of the Scoping Report circulated with this Agenda

Members of the Topic Team discussed the scoping report and some of the comments raised included:

- Look at smaller changes that can be implemented immediately for a "quick win" to add value to the project
- Quick wins show good intent
- Utilisation of the Gloucester Road Jet ski ramp
- Re-consider removing the stones and utilising what is already there as the stones were a "soft option" approach to sea defence
- Will Arun District Council (ADC) commit to supporting the project?
- With a new Administration at Arun this is a good time to gain support
- Accepting the ADC Senior Engineers report but noting this is just one opinion and seek independent advice
- Ask ADC to undertake the Feasibility Study
- Install a Roller Track/Deck and request a budget of £3k to implement this
- Ensure any new build design includes changing facilities

The Clerk for the meeting explained the process regarding action points and recommendations and drew members of the Topic Teams attention to the summary in the scoping report.

5. Recommendations to the Community Engagement and Environment Committee

The following Recommendations were made to the Community Engagement and Environment Committee:

- To determine the level of support from Arun District Council and to secure written confirmation of any agreement
- To seek permission from Arun District Council to be allowed to open a pedestrian access point for members of the public to use when the Jet Skiers are not present and to ask Bognor Regis Town Council to grant some Town Force man hours to keep the ramp clear of stones
- To look at the possibility of installing a Roller Track/Deck in the interim period to assist with access and to further recommend that a budget of £3k is allocated to this part of the project.

6. Correspondence and Items for future agenda

No correspondence had been received and there were no suggested items for a future Agenda.

7. Date of next meeting

The Date of the next meeting has been arranged for Thursday 29th August 2019 at 6.00pm at the Livability Centre.

The Meeting closed at 7.20pm.

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE BEACH ACCESS TOPIC TEAM SCOPING REPORT

HISTORY

Beach access has been an ongoing topic for discussion for many years.

In 1990, Arun District Council commissioned a report to provide advice on the feasibility of altering the character of the beaches of Bognor Regis. The report recommended that no attempt be made to remove shingle from the chosen beach areas.

In 2002 ADC raised the surface of a concrete ramp at Gloucester Road for the use of jet skiers and surfboarders

In 2007 Arun District Council outlined their recommendations for two beach ramp proposals:

Access to the promenade on to the area up to at least high-water mark and where possible beyond, and located at either:

- The main visitor area between Gloucester Road and the Pier
- East of Gloucester Road
- West of Pier

In 2007 Bognor Regis Town Council installed a wooden decking area for event purposes

In 2008/2009, Bognor Regis Town Council began the process of investigating costs for installing beach ramps to enable access to the shoreline and commissioned a surveyor to undertake a series of surveys and produce some designs.

In 2010 the wooden decking area was extended, and 2 plastic decking areas were added for use by the general public.

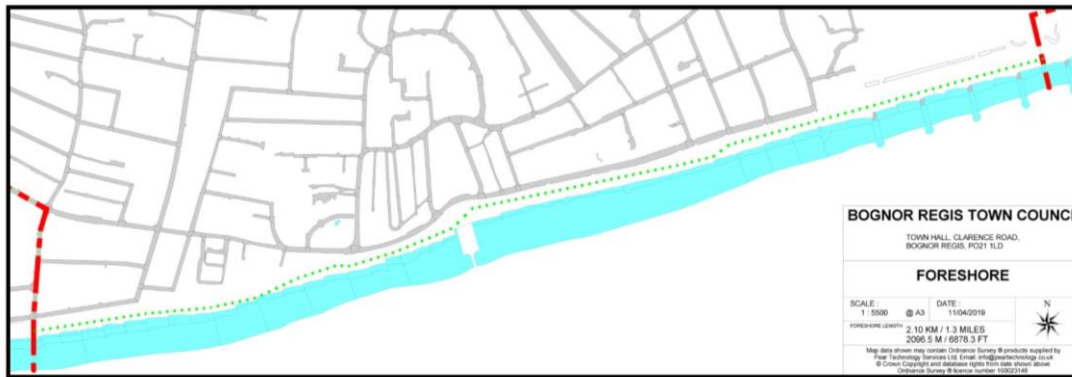
In July 2015, at the Arun District Full Council Meeting a recommendation was agreed as follows:

“the Council invites Bognor Regis Town Council to lead on investigating options for improving beach access, including consultation with disability groups, and report back to a future meeting of the Bognor Regis Regeneration Sub-Committee setting out the main options available for improving access to the beach, likely costs and funding opportunities”

In September 2018, the Bognor Regis Town Council's Community Engagement and Environment Committee appointed a Topic Team to try and identify a way to overcome the problem of beach access to the foreshore for those within the community who are less abled.

BACKGROUND

The Bognor Regis foreshore is 2.10km in length and is by nature a shingle beach with variable amounts of sand at lower levels. The bedrock along the coast is soft, with clay and flint deposits overlaying heavily fractured chalk. This material therefore does not provide a resistance to erosion by waves and tidal currents. The Longshore drift causes the shingle to move along the beach from west to east.



In an effort to control the rate of erosion and combat sea level rise, groynes and a seawall have been erected across the frontage. Provided that enough shingle can be maintained, this has generally been found to be the most effective form of coastal defence. However, over time the continued erosion has allowed larger waves to strike the seawall and violent storms and tidal surges have in the past caused considerable flooding and damage. It should be noted that climate change and natural tidal patterns predict that future sea levels could rise as much as a metre over the coming years.



The shingle is a naturally accreting sediment source and as such has continued to add to the beach volume increasing its effective standard of protection. Shingle beaches are one of, if not the best, coastal defences available as they can be considered a dynamic structure through their ability to change profile under given wave conditions. Whilst they are a proven form of sea defence, the continual shifting of the shingle has seen the deposits pile high making access to the foreshore difficult.

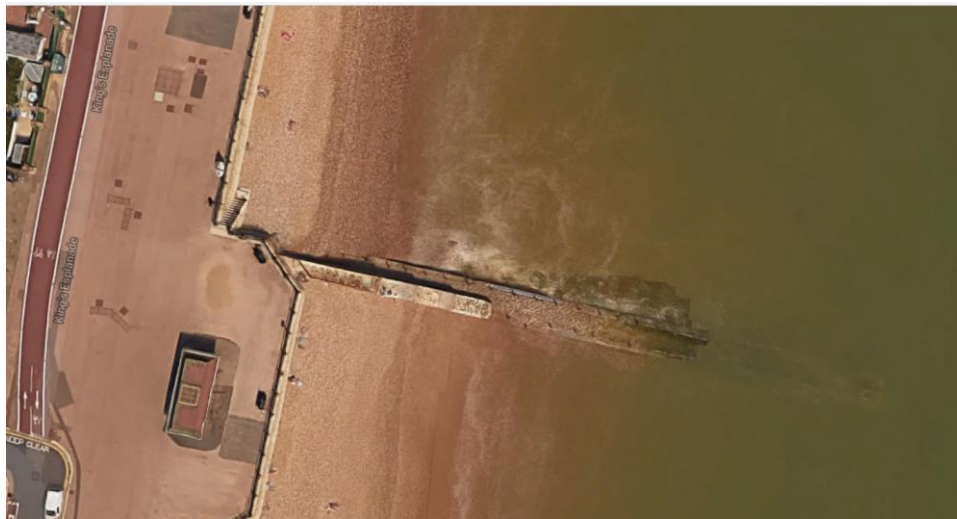
The shingle now covers the lower promenade, stairways and four launch ramps which used to allow access straight onto the beach which at the time was predominantly sand.

The Beach Access Topic Team initially considered a number of alternatives such as All Terrain Beach Wheelchairs, which enable users to move freely across the shingle.



This type of wheelchair is available for hire on Brighton beach, however, an Officer at the Brighton & Hove Seafront Office confirmed that users are not permitted to take the wheelchairs to the shoreline as the chairs are not capable of climbing back up the steep slopes.

He also reported that an access ramp to the shoreline had previously been trialled at Hove but over the years, the continuous moving banks and the high spring tides have made it unstable and it is slowly being destroyed. The ramp is now closed and unusable.



Aerial view of the now disused concrete ramp at Hove

CURRENT SITUATION

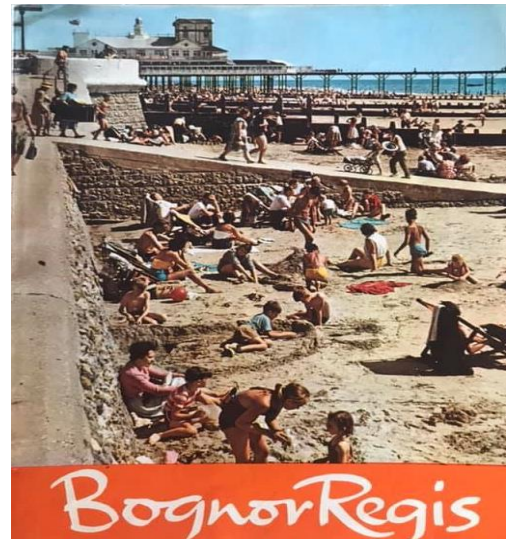
The sand at the top of the beach is now entirely covered by shingle. It is only after the tide has dropped past Mean Sea Level (approximately mid tide) when sand by the water's edge is revealed. This means that in order to access the flatter sandier areas the public are required to navigate the steep shingle foreshore. Naturally this can be extremely difficult for disabled people, the elderly population, toddlers and families with pushchairs which is more evident when analyzing their return journeys.,.



Bognor Regis Beach today

(The two pictures have been taken from the same angle west of the pier.)

The old concrete ramps as seen on the right and the steps, as seen in the previous photo, are still in situ under the shingle in various positions along the promenade.



Bognor Regis Beach circa 1970

These ramps originally extended to the lower foreshore and parts of these old structures have become visible of late due to the natural scouring that has occurred.

The Beach Access Topic Team sought permission from Arun District Council to remove the stones and shingle from one of these ramps to determine its current condition and to monitor how long the ramp would remain naturally exposed before becoming recovered by the elements but this course of action was discouraged by the Arun District Council Engineering Service Manager for a number of reasons. A full copy of his response is appended to this report. (Appendix 1)

Decking

There are three decking areas on the promenade (east of the pier) that allow limited access onto the beach but not down to the shoreline.



Gloucester Road Jet Ski Ramp

At the far east side of the pier at the bottom of Gloucester Road, one of the original concrete ramps is still in use. This is a gated unmanned ramp that has been designated for the use of Jet-ski and waterboard users. It is only open at limited times during the year and as shown in the picture below, the ramp regularly gets covered in shingle



The subject of beach access and the problems associated with it, is regularly raised at the Town Councils drop-in surgeries by residents and visitors.

Some of the comments received:

- *“Beach access on and off the beach is incredibly difficult. Especially trying to get back up”*
- *“Beach access for disabled users is a problem, many of them like to swim but cannot gain access”*

As a seaside town much of the Bognor Regis economy is driven by the leisure and tourism industry. Therefore, it is not unreasonable to assume that a more accessible beach would attract a greater number of visitors, which in turn would boost the economy.

REQUIREMENTS AND CONSIDERATIONS:

The Bognor Regis Town Council's Beach Access Topic Team has been appointed and the group has been tasked with the following undertaking:

- *To investigate means of achieving pedestrian and ambient-disabled access over and/or through the stones to the sand and shoreline and to work with members of the community to bring about the same*
- *To work with Arun District Council, Officers, Engineers and the Foreshore Office to determine the viability of any proposals*
- *To investigate possible funding streams for installation of any successful proposal*
- *To refer any programme and budgets to the Community Engagement and Environment Committee with a recommendation to the Policy and Resources Committee for any budget required to deliver the programme*
- *To promote the potential benefits that can be gained through partnership collaboration to all the community, as well as the economic growth impact to the town and the enhancement of regeneration through a successful outcome*

Arun District Councils Engineering Services Manager has confirmed that the installation of a ramp, over the shingle is the most feasible solution and has identified that the most suitable area for construction would be on the promenade at the bottom of West Street. However, any new installation will need to conform to the Equality Act 2010 and will have to be fully DDA compliant. (The 2010 Equality Act replaced the 1995 Disability Discrimination Act.)

The Equalities Act bans discrimination and helps achieve equal opportunities in the workplace and in the wider society ensuring that a person with a disability has the same rights as someone with non-disability. This includes access to places used by the public. Therefore, any temporary or permanent structure will need to comply with the building regulations of 2010. This means that any construction must ensure:

- the gradient is between 1:20 and 1:15,
- top and bottom landings are provided to every flight
- flights have a minimum clear width of 1200mm
- intermediate landings are provided between individual flights and at any change of direction.

Consideration should also be given any additional requirements that may be needed for disabled users once access has been gained to the shoreline.

Any new structure on the beach whether temporary or permanent will disrupt the long-shore drift. This has the capacity to interrupt movement and may cause accelerated erosion increasing risk to life, property and infrastructure.

Any flat impermeable surface will allow water to run up and could cause flooding through overtopping so flood gates would be a requirement.

The Bognor Regis Foreshore and Promenade are owned by Arun District Council and any permissions, licenses and planning and building control applications would need to be agreed and granted by them.

In addition to planning permission there are a number of key stakeholders who would also require consultation before undertaking any works. More specifically, the project would require detailed assessments in regard to structures being placed below Mean High Water.

The installation of such a large structure will cause disruption to the area around West Street and as such it may be necessary to apply for Traffic Regulation Orders from West Sussex County Council.

There will inevitably be the need for a piling machine for the footings therefore the environmental impact, such as noise and vibration will also need to be considered. All of which will incur additional costs.

Consideration will also need to be given to a sinking fund in order to cover future costs of the ongoing ownership, responsibility and maintenance of any installation.

Through careful selection of materials and design, impacts on the marine ecology may be mitigated to such an extent that exemption from a comprehensive study could be justified. However, it should be noted that the Bognor Reef that lies just offshore has been granted the status of Site of Special Scientific Interest (SSSI) noted under Section 28 of the Wildlife and Countryside Act 1981, and as such is a material consideration. (Appendix 2)

Public support will be a key factor for a project of this size and consultation may be required in order to acquire 3rd party funding.

Ongoing communication will also be a requirement. Press releases, social media updates etc. will require continual administration and may require dedicated person or team.

Contracts will be required for all elements of the project, and at various stages. Therefore, it will be necessary to appoint or have available the services of a legal team.

The undertaking of a project of this size will require a specialist project management team and it is highly likely that such a team will need to be appointed to undertake the initial feasibility study and identify the scale of the project and the projected costs.

Following the initial feasibility study regard will need to be given to the hiring of a construction company to undertake the works.

BUDGETS AND FINANCES

There is no allocated budget for this project other than £1,000 that was granted to the Beach Access Topic Team by the Town Council's Policy and Resources Committee for sundry costs. The Community Engagement and Environment Committee at their meeting of the 25th March 2019 agreed to utilise this money to pay for a feasibility study.

With regard to funding the overall project, this would need to be sourced from a number of capital investment funding streams and will require the skills of a professional bid writer. Whilst these costs could be offset within the bid there may be some initial outlay required.

Regard will also need to be given to legal and insurance costs which can be considerable.

Ongoing maintenance costs will also need to be factored in along with a contingency budget.

The organisation Livability is a charitable organisation that connects people with their community and those that attend, will know that the Livability Centre in Bognor Regis kindly host the Beach Access Topic Team meetings. The Livability Communities Fundraising Officer for the South West has indicated that her team may be interested in assisting with some of the fundraising in relation to the requirements for disabled access. However, this will be dependent on clear objectives and a project management plan being in place.

Officer time and resources will also need to be factored into the costings.

For the purpose of this scoping report early sector engagement has been carried out in order to establish indicative costs. This is primarily to serve as a 'ballpark' figure in order to aid the decision making progress when considering the possibility of undertaking a feasibility study. For this reason the indicative costs shown below are based on assumptions and engineers intuition. Equally, the figure considers only the cost of construction as the costs associated with feasibility studies, design fees, planning permission and licencing fees are largely unknown.

For an option utilising a timber hardwood construction, an indicative cost is thought to be around £300,000. The amount of timber required to build DDA compliant structure has been estimated to roughly equate to that of the constructing 2.5 timber groynes. Timber groynes are known to cost around £85-150k although this figure is largely dependent on the economies of scale and availability of resource. Equally, the timber launch ramp that has been constructed adjacent to Bognor Regis Sailing club is known to have cost in the region of £95k. Using a 'broad stroke' approach the additional timber and design intricacies could easily see costs escalate north of £250k.

Furthermore, additional care should be taken when digesting figures based on tropical hardwoods. The majority of tropical hardwoods utilise a base currency of USD which, given the United Kingdom's economic climate, gives relatively poor value for money (£1 GBP = \$1.27 USD, XE Currency Charts, June 2019). How costs will be affected following Brexit is largely unknown but an additional element of risk is present nonetheless.

SUMMARY

The primary objective of this study should be to establish who will deliver the project.

The Foreshore, Promenade and surrounding land is owned by Arun District Council and the results of any feasibility study could result in them considering delivery of the project. It would therefore be prudent to give a full update to the ADC Regeneration Sub-Committee (as detailed on page one) to establish what, if any involvement the District Council would be willing to commit.

Should the Town Council be the ones to undertake delivery of the project, then it would be recommended to first secure written permission from the landowners, Arun District Council, affirming their agreement and support of the installation of a ramp over the shingle allowing access to the foreshore and to establish from the onset the ownership and responsibility of any structure post project.

As the project progresses it will of course require input from Arun District Council and its Officers and therefore, it would be best practice to establish and identify clear definition of roles and responsibilities.

The services of a specialised Project Management team should be considered to undertake the initial feasibility study. It is recommended that before proceeding any further quotations be sought from three separate organisations and a detailed brief issued to ensure like for like costings.

A professional bid writer should also be sought and appointed to secure large funding pots for the main element of the project.

If the Town Council are to proceed with the delivery of the project, it would also be a recommendation to review the capacity of Officer time and resources. This is potentially a large-scale project and if it is to be properly monitored to ensure proper budget constraints are adhered to and that the project is kept on track within the agreed time scales, it will require a level of commitment and realistic utilisation of Officer time.

APPENDIX 1

RESPONSE FROM THE AROUND DISTRICT COUNCIL ENGINEERING SERVICE MANAGER

"I am afraid that just uncovering the existing ramp is going to tell you very little.

The ramp runs parallel to the seawall (rather than out to sea) and uncovering it would just lead to a hole in the shingle at the top of the beach. To achieve what I think you are aiming for would require excavation down to the lower prom level, where the ramps turns 90° in mid-groyne bay, to go seaward. This lower section of ramp is at a very low level and would require the whole bay to be voided of shingle and I am afraid that I am unable to agree to this.

Photographic records held in this office show, in the very early 1980s, the top of the ramp (at prom level) exposed and then a small shingle berm against the seawall which covers the lower prom and top of the lower ramp – there is a small section of the lower ramp exposed but there is a substantial amount of shingle covering the mid-section, which would render the ramp impassable to the wheelchair user and infirm – and this is prior to the improvement schemes of the 80s.

We have worked very hard over the years to build a beach in front of West Street that reduces the risk of flooding to the area and damage to the seawall and prom. One only has to reflect on the conditions that prevailed several times a year before the wall between west Street and the Pier was built.; that wall does not provide 100% protection to West Street. The thought that the conditions are benign enough to undertake a trial in the summer is not well founded, as we have had storm conditions in August that have rendered substantial damage to the area.

I am unclear as to what would be done with the shingle that was excavated (7,000 – 10,000 tonnes) – where would it be "stored"? The coastal processes are such that if the material was deposited to the east then that would continue eastwards and material that is currently to the west would move in to partially fill the bay excavated. Moving it to the west would see it very quickly back in the hole so formed. The photos indicate that the bay would have to be cleared to a very low level to have access to the whole ramp and then, I would suggest, it would not stay like this for very long – perhaps a small number of tides.

The natural processes are such that an equilibrium only exists when the incoming equals the outgoing volume of shingle. If shingle were to be taken out of a bay, then the incoming material may tend to fill the bay quicker and cause an interruption to the shingle drift rate – in effect, depleting the bays to the east where it is required. On the other hand, with the bay voided of shingle, there would be little to absorb wave energy and the scouring effect experienced when there was little shingle there, could be exacerbated – leading to an unacceptable risk of undermining, overtopping and/or flood in the longer term (in effect, undoing the work that we have worked towards for a number of years).

I am sorry if this is not the answer you were hoping for but in terms of coastal defence and climate change, we need all the shingle we can manage to accumulate to reduce the wider and longer-term risk.

I would suggest that the only practicable route to providing access to the sandy section of the foreshore is to go over the shingle, something that I know the Town Council has looked at before."

COUNTY: WEST SUSSEX

SITE NAME: BOGNOR REEF

DISTRICT: ARUN

Status: Site of Special Scientific Interest (SSSI) notified under Section 28 of the Wildlife and Countryside Act 1981.

Local Planning Authority: ARUN DISTRICT COUNCIL

National Grid Reference: SZ 912982 Area: 64.4 (ha.) 159.1 (ac.)

Ordnance Survey Sheet 197 ~~1..10,000.~~ SZ 99 NW, SZ 89 ↑

Date Notified (Under 1949 Act): 1980 Date of Last Revision: —e

Date Notified (Under 1981 Act): 1988 Date of Last Revision:—

Other Information:

This site will be listed in 'A Geological Conservation Review'.

Reasons for Notification:

This site comprises a long stretch of foreshore of great geological interest and an extensive area of vegetated shingle, a habitat type which is rare in Britain. At the western end is a small area of old sand dune with an interesting flora including a specially protected species listed on Schedule 8 of the Wildlife and Countryside Act 1981.

Biological Interest:

The shingle strip which runs along the beach at Bognor develops into an extensive shingle beach west of SZ 915982. In the shelter of the main bank shingle plant communities have developed, typically with yellow homed poppy *Glaucium flavum*, sea beet *Beta vulgaris*, and the uncommon sea kale *Crambe Maritima*. Small grassy patches occur infrequently, with false oat-grass *Arrhenatherum elatius* and red fescue *Festuca rubra*.

The small outlying area of sand dune at The Green is all that remains of a once much more extensive dune system. The grassland, scrub and small marsh support a number of interesting plants and invertebrates including the long-winged conehead grasshopper *Conocephalus discolor* and the nationally endangered chiding pink *Petrorhagia nanteuilii*.

Geological Interest:

The foreshore here is one of the few places where the whole thickness of the London Clay can be studied in sequence, although favourable tides occur infrequently, and some exposures remain constantly under water. Most of the rocks are clays or sands but there are two sequences of more resistant rocks: calcareous sandstones which form the main Bognor Reef and glauconitic sandstones which comprise the less substantial Barn Rocks to the west. The fossil flora and fauna of these beds is outstanding.

The site is a key site for plant fossils from the London Clay (divisions B1 and B2) and is of great importance to the study of Tertiary floras. It is the only locality in the Hampshire Basin to yield abundant London Clay plants and the only site known to have yielded plants from the B2 division of this formation. The site has yielded examples of some one hundred and thirty species (representing seventy families), including numerous type specimens.

Dominant families include the Vitaceae, Menispermaceae and Burseraceae. The genera *Bognoria* and *Aldwichia* are found only here, as are some thirty species. An outstanding palaeobotanical site of great importance to studies of Tertiary floras.

The eastern foreshore is a valuable site which has yielded a diverse Lower Eocene avifauna, including a significant number of small species which are only rarely preserved. Seven species (representing seven orders) have been recorded from the site. For five species this is the type locality. Three orders, the Charadriiformes, Columbiformes and Apodiformes, are unique to Great Britain at this time.

Finally, the most important site in the world for pyritised fossil insects (especially beetles) is on the foreshore at Aldwick. This mode of fossilisation preserves insects uncrushed and they can be extracted simply by sieving. The insects are allochthonous, being derived from the land and associated with a marine fauna (of Lower Eocene age) after death. One species of beetle belongs to a genus, *Pactopus*, now confined to western North America, and otherwise unknown in a fossil state. Other beetles include representatives of modern tropical genera, as well as the earliest known members of the families Eucnemidae and Anobiidae.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 9 - YOUTH SERVICES INCLUDING UPDATES ON CREATE AND THE SUMMER HOLIDAY PLAYDAY SESSIONS AS RECOMMENDED BY THIS COMMITTEE AT THE MEETING HELD 12th NOVEMBER 2018 - MIN. 78.3 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

STEERING GROUP

Due to holidays and other commitments it has not been possible to hold a Steering Group Meeting. However, the Projects Officer met with the CEO of Sussex Clubs for Young People and was assured that although the Youth Worker for CREATE had been given promotion to a management role, she would still be committed to attending the weekly sessions for a least another year whilst training a successor.

CREATE

The Projects Officer attended a CREATE Trustee Board Meeting on the 2nd July 2019. CREATE have successfully secured £10k grant funding from the National Lottery "Awards for All" Community Fund and a further £5,000 from the Police & Crime Commissioner Community Safety Fund. This money along with the match funding from the Town Council has secured the running of CREATE for another 12 months. Further BID applications are being applied for. The Chairman of the Board along with the Youth Worker are in the process of working on a strategy and business plan for the next 3 years with the key objectives being to increase membership and volunteers. Although many clubs and organisations cease over the summer holidays, CREATE is continuing and have a number of summer activities planned. With the new Board of Trustee in place, CREATE appears to be in a more stable and secure position with a definite drive and focus.

PLAYDAY SESSIONS 2019

Whilst every attempt has been made to contact BognorCAN to try and deliver a series of playdays in partnership with them, this has not been possible. Therefore, due to the timescales involved, Maynell Games have been booked to deliver 10 playday sessions over the summer holidays during August. The following dates and times have been booked and carefully planned so they do not clash with other play schemes being run.

Monday: 5th, 12th, 19th and 26th

Wednesday: 14th and 21st

Friday: 2nd, 16th, 23rd and 30th

The sessions will be held on Hampshire Avenue Recreation Field between 13.30 and 15.30 and advertising has already begun.

Members are asked to Ratify the cost of the sessions totalling £3,500 as previously agreed in the Budget.

DECISIONS

Members are asked to NOTE the Playday sessions and RATIFY the cost of £3,500.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 10 - TO NOTE AND DETERMINE ANY APPLICATIONS RECEIVED FOR THE FLEXIBLE COMMUNITY FUND TOGETHER WITH:

- CONSIDERATION OF LETTER OF ENDORSEMENT FROM THIS COMMITTEE REGARDING BOGNOR RUGBY CLUB
- TO RECEIVE AN UPDATE REGARDING THE APPLICATION FROM GRANDADS FRONT ROOM - MIN. 115 REFERS

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION &
DECISION

Flexible Community Fund Application

Members are invited to consider an application from The Bognor Rugby Academy for the amount of £500.00.

The application form and supporting documentation will be tabled at the meeting. However, if Members would like to view any of the paperwork ahead of the meeting, please contact the Office to make arrangements.

The Rugby Academy have also asked if Members would consider sending a letter of endorsement from this Committee in support of the Club and its aims. This will assist them when applying for other funding applications.

DECISIONS

Do Members APPROVE the application from the Bognor Rugby Academy for £500?

Do Members AGREE to write a letter of endorsement for the club?

Update regarding application from Grandads Front Room

At the meeting on the 25th March 2019 (Min. 115 refers), this Committee approved an application from Grandads Front Room for the sum of £800.00 to produce a Street Sheet solely for the Bognor Regis area. At a previous meeting on the 21st January (Min. 87 refers), Members agreed some Officer time to assist with the production of the sheet.

The Projects Officer has been in constant communication with Grandads Front Room, chasing repeatedly for the information to enable the production of the Street Sheet. Despite a number of emails and visits to the shop, as well as the Durban Road site, this information has still not been made available. Members are therefore asked to Note that to date no progress has been made.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 11 - TO NOTE THE EXPIRATION OF FIVE-YEAR LISTING PERIOD FOR THE ALEXANDRA THEATRE AS AN ASSET OF COMMUNITY VALUE AND AGREE ANY ACTION

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION
& DECISION

Notification has been received from Arun District Council that the current Asset of Community Value ACV39 - Alexandra Theatre, Belmont Street, Bognor Regis will reach the end of the five-year listing period on the 13th August 2019. From this date the property will cease to be listed as an Asset of Community Value, but this does not prevent future nomination.

Members are asked how they wish to proceed.

DECISION

Members are asked how they wish to proceed regarding the expiration of the Asset of Community Value nomination for the Alexandra Theatre.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 12 - UPDATE ON COUNCIL SURGERIES

REPORT BY THE PROJECTS OFFICER

FOR DECISION

Due to lack of confirmed Councillor attendance, it was not possible to proceed with the Drop-in Surgery arranged for the 18th June 2019. Members are therefore requested to agree a date and time for another session and arrangements will be made accordingly.

DECISION

Members are invited to AGREE a date and time for a Councillor Drop-in Surgery.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 13 - WARD ALLOCATION ENVIRONMENTAL PROJECTS
BUDGET FOR 2019/20

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION

Remaining unallocated funds for the 2019/2020 Ward Allocation Budgets:

Hatherleigh Ward:	£125.00
Hotham Ward:	£500.00
Marine Ward:	£500.00
Orchard Ward:	£500.00
Pevensey Ward:	£375.00

Members are respectfully reminded that any unused allocation at the end of the financial year will be returned to General Reserves.

BOGNOR REGIS TOWN COUNCIL
COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019

AGENDA ITEM 14 - BOGNOR REGIS IN BLOOM WORKING GROUP -
CONSIDERATION OF THE RESOLUTIONS RECOMMENDATIONS AND
REPORTS IN THE NOTES OF THE MEETING HELD ON 27th JUNE 2019

REPORT BY THE PROJECTS OFFICER

FOR INFORMATION &
DECISION

Members are asked to receive the Notes of the Bognor Regis in Bloom Working Group Meeting held on 27th June 2019 (attached as APPENDIX 1).

As Members will note, this meeting was not quorate and therefore Members are asked to RATIFY the following recommendations:

- That Mr Earl is Co-opted onto the Bognor Regis in Bloom Working Group.
- The costs of £20.70 for refreshments and £280.00 for plants for the Guides Competition to be funded from the current year's Competition Expenses budget
- The costs of £22.00 for refreshments for the visiting French Students Beach Clean to be funded from this year's Environmental Project budget
- The recommendation to withdraw the objection of the Stopping Up Order at 224 London Road

DECISION

Members are invited to NOTE receipt of the Notes from the non-quorate meeting held 27th June and AGREE to RATIFY the foregoing recommendations from the non-quorate meeting held 27th June 2019?

NOTES AND RECOMMENDATIONS

Bognor Regis Town Council
Bognor Regis in Bloom Working Group
Thursday 27th June 2019

PRESENT: Cllr. P. Woodall, also Mr. P. Dillon, Mr. R. Earl, Mr. S. Hearn, Mrs. M. Huntingdon, Mr. B. Jackson, Mrs. J. Jackson, Mr. J. Jones-McFarland (ADC Parks), Ms. P. Keane, and Mrs. R. Vervecken (Committee Clerk)

The Meeting opened at 3.30pm

It was noted that the meeting was non-quorate and that any decisions would need to be made as Recommendations to the Community Engagement and Environment Committee

1. APPOINTMENT OF CHAIRMAN

Mrs. M. Huntingdon was nominated by Members as the new Chairman and there being no other nominations, this was unanimously AGREED.

2. MEMBERSHIP - TO NOTE CO-OPTED MEMBERS

The Co-opted Members, as appointed by the Community Engagement and Environment Committee at their meeting of 20th May, were NOTED. Mr. Richard Earl introduced himself to the Working Group (WG) and those present were pleased to hear of his gardening and horticultural background.

Members AGREED to RECOMMEND to the Community Engagement and Environment Committee that Mr. Earl is therefore co-opted onto the Bognor Regis in Bloom Working Group.

3. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Mrs. J. Warr

4. APPROVAL OF THE NOTES OF THE MEETING HELD ON 12th MARCH 2019 AND THE NON-QUORATE NOTES OF 30th APRIL 2019 AND ANY MATTERS ARISING THAT ARE NOT SEPARATE AGENDA ITEMS

As the meeting was not quorate, the Notes would be formally approved at the next quorate meeting but in the meantime, they were RECOMMENDED to the Community Engagement and Environment Committee.

Land at Regis Centre

Following discussions at the previous meeting, Members asked for clarification from the Parks Managers (JJM) as to what is being done to

enhance and improve the area, which is a difficult terrain for planting. JJM will assess what's underneath the ground, with a view of covering it over. JJM will keep Members updated.

BT Site

Following concerns raised at the last meeting, mowing has now been done. However, Members are concerned that grass cutting at this site is few and far between, and comment was made that it still looks scruffy. Members acknowledged that it is very unlikely BT will let anyone else take over mowing here, and the WG felt this was BT's responsibility, and they should be keeping it tidier, on a more regular basis. The CC will investigate who mows the lawn at the Job Centre and will keep trying to contact BT with a view to resolving this ongoing issue, especially during the summer months.

1st South Bersted Scouts - Litter Pick

Following correspondence from the Leader of 1st South Bersted Scouts, the CC reported to Members that the Scouting group will be holding two beach cleans on the evenings of 11th and 12th July, to earn badges. Members were pleased to hear of the Scouts efforts in organising this, and as many Members as possible will go along to help. JJM will provide litter pick 'packs' for the Scouts and as per previous agreement, the CC will advertise the litter picks through the In Bloom social media platforms. The CC will find out the meeting time and point for both evenings and email Members these final arrangements.

Ward Trees

As per a request at the previous meeting, the CC brought photos of the 4 new Ward trees now in place, recently funded by BRiB. The trees were surrounded by the chicken wire, as requested. Members were pleased to hear they are all currently still in place.

5. BOGNOR REGIS IN BLOOM (BRiB) INCLUDING:

- BRiB Annual Competition - Update on entries and to discuss arrangements for judging and the Awards Ceremony, including a proposal to amalgamate the Evening with the Allotments Prize Giving Ceremony
- Guides Competition - Wash-Up of event, including to ratify cost of plants for the flower bed, winner's plaque, prizes and refreshments
- Schools Competition - To arrange judging and discuss prizes
- Railway Planting Competition - Update following meeting with the Station Manager
- Rainbows Seed Planting 2019 - Update if available

BRiB Annual Competition - Update on entries and to discuss arrangements for judging and the Awards Ceremony, including a proposal to amalgamate the Evening with the Allotments Prize Giving Ceremony

Members were pleased to note that, with the closing date not until 29th June, 50 entries have so far been received for this year's competition.

Members were pleased to hear some of these were for Category 6: Best Premises, Licensed Café or Restaurant, which last year, received no entries.

PD, PK, BJ, JJ, PW, SH, MH & RE all volunteered to judge entries after the closing date has passed, and the CC will hand out categories as appropriate.

The CC informed Members that she had been approached by the Allotments Sub-Committee who have enquired whether they can amalgamate their fairly small and modest Awards Presentation with that of In Bloom, to make it more of an occasion for Allotment holders and prize winners, and encourage collaborative working between these two groups, which are similar in their nature.

Members AGREED that for this year, just Allotment prize winners should be invited to the In Bloom Awards Evening (totalling around 20 people). It was noted that the Allotments Sub-Committee will pay any expenses for their guests attending, including a price per head for a light buffet. It will be further considered next year, whether to have all Allotment holders invited to In Bloom Awards Ceremony and completely amalgamate the two Award evenings, although it was noted that given the large numbers this would entail (around 200 invited guests) and budget constraints on both Groups, this may not be possible.

The CC informed Members that with monies spent so far on Competitions in 2019, the remaining Competition Expenses budget currently stands at £492.35. This money still needs to cover anything for the upcoming Schools Competition, and of course, the Annual Awards Evening. With this in mind, Members AGREED the CC should contact Butlins, to see if they can offer any assistance with hosting, as they have done in previous years. Failing this, 'Season's, where the Evening was held last year, should also be contacted for an up to date hire price, along with new possible venues - The Royal Norfolk and Newtown Social Club. Members reiterated that whichever venue chosen needs to be large enough for all invited guests, to have kitchen facilities, as In Bloom will likely have to cater ourselves (if not at Butlins), also a projector screen for the Awards Presentation photos. The CC shall email Members quotes received from those above, with a view to booking as soon as possible. Any decisions will then be RATIFIED at the next meeting.

An email had been received by the CC from an In Bloom entrant, who raised concerns that her son, who has entered the children's category, is concerned about the state of his vegetables and plants by the time the July judging comes around, due to the extreme hot weather. The CC asked Members whether they would be happy to consider judging this entrant on photos sent in from the applicant, of the vegetables, as they were ready to harvest, rather than at a time during July. Members AGREED this was a sensible decision. The CC will confirm with the applicant.

Guides Competition - Wash-Up of event, including to ratify cost of plants for the flower bed, winner's plaque, prizes and refreshments

Members who were at the presentation afternoon commented on what a success it was and how well the refreshments were received.

Members noted the costs of £20.70 for refreshments and 'space themed' book prize for each winner, and £188.00 for the plants for planting the flowerbed and therefore AGREED to RECOMMEND to the Community Engagement and Environment Committee that the expenditure £20.70 and £188.00 be funded from the current year's Competition Expenses budget.

A few Members have been to visit the flowerbed since the planting and commented that it would be nice in future years to consider having a plaque, stating what the design represents, and perhaps a copy of the winning design. Unfortunately, the rocket planted has grown slightly out of shape. Members therefore AGREED the CC should ask Town Force whether a rocket could be 'made' to replace the current flower version.

Schools Competition - To arrange judging and discuss prizes

The CC informed Members of the two judging dates for this competition - Thursday 4th and Friday 5th July. BJ, JJ, MH and PD volunteered to assist with judging entries booked in for the Thursday and MH and PK will help on Friday.

MH will put together a 'judging criteria' and the CC will write to entrants to give 'tips' on what judges will be looking for. The CC will send the judging schedule to Members.

It was NOTED that there is still a £15 One-4-All voucher left over from last year. Members AGREED to award this to the winner of this competition. A 'participation' certificate will be given to each entrant upon visit, with a 'winner' certificate and subsequent voucher present to the eventual winner.

Railway Planting Competition - Update following meeting with the Station Manager

MH and the CC reported on the meeting with the Railway Station Manager, during which he offered his full support for BRiB to organise 2x planters at the Railway Station. At the meeting, it was decided that the most beneficial area for these would be between the two benches in the concourse area.

Town Force have provided a quotation for making 2x timber treated planters of 8ft x 4ft x 2ft high, which was agreed would be the most appropriate size for the location. The CC reported the approximate cost of making these planters at around £311 (plus labour and fuel).

Members were informed of the suggestion by the Railway Station Manager that In Bloom sign up to become a 'station partnership', which would enable Members and Town Force, who are happy to water the planters, access to the station at any time. The Partnership also allows BRiB to apply for funding to kick-start the project, with up to £500 available to groups who are successful. Members AGREED the CC should fill out the relevant paperwork for this initiative.

At the last meeting, Members discussed the idea of having the planters at the station as a design competition, open to members of the public. MH explained that although this seemed a good idea at the time, the practicalities of this may prove difficult. Firstly, the station is currently having its roof replaced, with the Station Manager confirming nothing can be done on site until this is completed due to Health and Safety issues etc. With no end date currently in the offering, the delay to starting this project could be substantial. If this was opened as a competition, it will take a lot longer to get anything planted. The point was also made that if In Bloom, together with Town Force, were in control of the planting, plants could be chosen which will best suit the area and conditions at the Station. Lastly, as previously noted, with large sums of money from the current year's Competition Expenses already being spent, and the Awards Evening in mind, any promotion etc would need to come out of this budget, which Members AGREED may not prove feasible.

Taking into account all the above, Members unanimously AGREED that for this year, at least, the Railway Station planting should take place as an Environmental Project, rather than a Competition, and that as soon as the roof is finished, and decision on the application for 'station partnership' funding has been received, the WG will further discuss this project and discuss plants and costings.

Rainbows Seeds Planting 2019 - Update if available

After having received no response from the Rainbows Leader regarding ongoing partnership with the Rainbows seed planting, the CC confirmed, she had now been given up to date contact details. JJM

confirmed that if the Rainbows are still interested in taking part in this project, we could look to do some autumn planting, which Members were pleased to hear. It was AGREED the CC should contact the Rainbows Leader again, with a view to organising planting of seeds in Hotham Park, during the coming autumn months.

6. AREAS OF CONCERN/EYESORES IN THE TOWN FOR POSSIBLE IN BLOOM WORKING GROUP ATTENTION

Balcony Planters - Following concerns raised at the previous meeting, Members are pleased with the newly planted balcony planters.

Rock Garden - Longford Road - The area on the corner of Longford Road by the railway, has long been discussed by BRiB, Members are very pleased with the great work which has been done by volunteers in the Town, who have turned the area into a 'rock garden', which is looking lovely.

Weather Station Garden - Hotham Park - Members raised issues with the current state of this area in Hotham Park. JJM informed those present that there are plans to refurbish the Weather Station Garden this autumn/winter and that for now, the area is just being kept tidy. JJM will look to see if there is anything he can do in the meantime to improve the appearance of the Garden, for which Members were grateful.

7. TO RATIFY COST OF PROVIDING LIGHT REFRESHMENTS FOR VISITING FRENCH STUDENTS, DURING THEIR BEACH CLEAN AND AWARENESS CAMPAIGN

The CC thanked those who attended to greet the students and staff, and to help serve refreshments, funded by BRiB. Members noted how polite and well behaved the visiting students were, and that their school staff were very grateful for BRiB's support and at getting the opportunity to meet the Mayor of Bognor Regis.

As the meeting was not quorate, Members AGREED to RECOMMEND to the Community Engagement and Environment Committee, that £22.00 for the cost of refreshments, previously agreed to be funded from this year's Environmental Projects budget, is RATIFIED.

8. TO RATIFY DECISION TO WITHDRAW OBJECTION TO STOPPING UP OF HIGHWAY AT 224 LONDON ROAD, FOLLOWING EMAILS FROM COMMITTEE CLERK

Clarification on the part of the grassed area which would be affected by this Stopping Up Order, had been clarified in emails, in between meetings. Members had AGREED, via email, that as the area covered will not affect any planting In Bloom have been involved with, that the objection should be withdrawn. This is in line with the view of the

Planning and Licensing Committee, who further to a meeting with the applicant for clarification, have also withdrawn their objection.

As the meeting was not quorate, Members RECOMMENDED to the Community Engagement and Environment that the decision to withdraw Bognor Regis in Bloom's objection is RATIFIED.

9. TO NOTE CORRECT REMAINING BALANCES FOR 2018/19 AND DISCUSS POTENTIAL FOR ANY REMAINING MONIES TO BE SPENT ON EXTRA TREES AT THE HEALTH CENTRE

Unfortunately, there were a few discrepancies in the previously noted remaining balances for 2018/19. Below are the correct remaining figures to date, for each budget:

Earmarked Reserves	
Competition Expenses	£987.75
Environmental Project	£1,643.08
Fundraising balance	£794.93

Current Year (after spending already agreed for the year so far)	
Competition Expenses	£492.35
Environmental Projects	£1,000.00

Members AGREED not to move forward with additional planting at the Health Centre for now, before knowing exactly how much the Railway Station project will cost (which depends on any funding received). Members discussed the potential for some of the Earmarked Reserve Fundraising budget be put towards to this year's Awards Ceremony, as was the case last year.

10. UPDATE ON APPOINTING A TREE WARDEN FOR BOGNOR REGIS

The CC has advertised the position of a Tree Warden, working in conjunction with WSCC. An advert will appear in this week's local papers, as well as on Town Council and In Bloom social media pages and Noticeboards. Members AGREED not to put a closing date for applicants, as this may be a role that takes a while to fill, and there is no immediate rush. Members suggested also advertising through 'Greener Bognor Network' and 'Bognor Regis Matters' Facebook pages, if possible. The CC will keep Members updated on any applicants that come forward.

11. TO DISCUSS POSSIBLE ORNAMENTAL PLANTING IDEAS FOR STEYNE GARDENS, AS REQUESTED BY THE POLICY AND RESPOURCES C'TTEE, FOLLOWING THE TOWN COUNCIL'S REQUEST FOR ADC TO ALLOW BRTC MORE INPUT IN THIS AREA, TO BETTER BENEFIT THE TOWN. THIS ITEM HAS BEEN REFERRED FROM THE PREVIOUS MEETING.

JJM explained the background to this idea, after a request was received from BRTC to be involved with, and possibly take over this planting. JJM explained that bedding plants, which he believed to be the preference of the Town Council, were hard to maintain, and required a lot of care and attention, which ADC, with their resources and large green areas to look after, do not find feasible. ADC are currently taking the stance of improving the quality of planting they have, by creating 'simpler' but better looked after parks and greenspaces. Sustainability of bedding plants and the watering they require is made especially relevant when thinking of the current hot weather and possible 'state of emergency', which a lot of surrounding Councils have called.

JJM and Members present discussed ideas of keeping the planting at Steyne Gardens in an Edwardian fashion, which fits the period of the gardens nicely. Herbaceous perennial planting is ADC's favoured planting style for the gardens, which will not only be sustainable and attractive, but promote the wellbeing of bees and butterflies too.

After various comments of perhaps adding sculptures to create a garden of 'interest', it was eventually decided that the focus should be on the planting.

JJM would like to see what finances the Town Council would be willing to put towards the planting at Steyne Gardens, and whether Town Force can offer time to maintain any potential trees planted here. Members suggested fruit trees, which may encourage local residents to engage in the garden more.

BRiB shall refer this item back to the Policy and Resources Committee for consideration and the way forward from here.

12. UPDATE FROM VOLUNTEER PROJECTS INCLUDING BOGNOR COMMUNITY GARDENERS AND GREENER BOGNOR NETWORK COMMUNITY ORCHARD PROJECT

Greener Bognor Network Community Orchard Project:

Volunteers have not been to the Orchard for a couple of weeks due to holidays etc but were pleased to report it is looking nice. A lot of overgrown foliage has been cut back and Tivoli have made a good job of the strimming. The fruit bushes which include apples, cherries and currants have been doing well. JJM reported that Japanese knotweed is now being treated, which covers an area of around 500 square metres.

Litter is still a problem at the Orchard, but the volunteers litter pick on every visit to try to keep it under control.

Bognor Community Gardeners: Volunteers meet regularly on Thursday afternoons, and invited In Bloom members to join them for coffee! Recently, volunteers have been working on bindweed and looking after the discovery garden at Hotham Park, having planted various herbs including rosemary and chives. Comment was made to JJM that the discovery gardens are not always open at the times advertised. Lots of new areas around the Town are being looked after by residents, which is great to see. The BCG Facebook page is also proving successful.

13. CORRESPONDENCE

There was no correspondence.

14. DATE OF NEXT MEETING

Members present noted they were happy with afternoon meeting going forward. The next meeting was arranged for Thursday 29th August at 3.30pm.

The Meeting closed at 4.40pm

COMMUNITY ENGAGEMENT AND ENVIRONMENT COMMITTEE
15th JULY 2019
GENERAL CORRESPONDENCE

1. Email West Sussex County Council - Town and Parish News, Issue 3 June 2019
2. Email West Sussex County Council - Town and Parish News, Special Edition
3. Email Francis Carne Associates - Stickers for Dog Fouling
4. Twitter ADC update on Regis Centre Toilets - open
5. Email Arun District Council - Bathing Water quality events in Bognor Regis 8th August on the bandstand
6. Email CAG Gatwick - Gatwick 3 Runway expansion plans